




DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SURIGAO DEL SUR I
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE XIII
Tandag City

Name of Procuring Entity	:	Request for Quotation (P.R. No.)	2025-02-029
Revised on	:	Date	February 27, 2025
Standard Form/Title	:	REQUEST FOR QUOTATION	Office/End-User DPWH SDS-1 DEO
COMPANY NAME	:		
ADDRESS	:		
TEL. NO./FAX No.	:		
		TIN	

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 A.M. of _____ in the return envelope attached in the return envelope attached herewith,

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within **Thirty (30) calendar days** upon receipt of the approved funded Purchase Order (P.O.) Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA. 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Philgeps Registration Certificate for Platinum Membership or Philgeps Registration Number for Red Membership, Mayor's Permit attached upon submission of the quotation.
6. Bidders shall submit brochures showing certifications of the product.
7. Please indicate the brand for each item being offered.
8. The approved budget ceiling for this procurement is **Php 709,403.72**
9. Omnibus Sworn Statement FOR ABC above 50K
10. Latest Income Tax Return for ABC above 500K


MA. CECILIA A. CEDRO
Engineer III / Chief, Maintenance Section
BAC Chairperson

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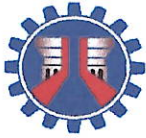
Item No.	ITEMS & DESCRIPTION	QTY.	Unit	UNIT PRICE	TOTAL PRICE
1	PAPER, MULTICOPY, 80 gsm size: 210mm x 297mm (A4)	1,135.00	reams		
2	Bond Paper A3	148.00	reams		
3	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	36.00	pad		
4	NOTE PAD, stick on, 76mm x 100mm (2" x 3") min	39.00	pad		
5	NOTE PAD, stick on, 3" x 3"	40.00	pad		
6	Note Pad, stick on, 38mm x 50mm (1.5" x 4") min	30.00	pad		
7	Carbon Film, A4 size, (Blue)	1.00	box		
8	Stamp field pad	6.00	pad		
9	CLIP, backfold, 32mm	15.00	box		
10	Binder Clip 19mm	33.00	box		
11	Binder Clip 25mm	55.00	box		
12	Binder Clip 32mm	31.00	box		
13	Binder Clip 50mm	53.00	box		
14	Correction Pen	12.00	piece		
15	ENVELOPE, mailing, White	4.00	box		
16	FASTENER, metal, non-sharp edges	81.00	box		
17	MARKER, permanent, black, bullet type	30.00	box		
18	Paper Clip (50mm)	2.00	box		
19	RUBBER BAND, No. 18	3.00	box		
20	RULER, Stainless, 24mm	10.00	piece		
The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the items. Otherwise they will be subjected for disqualification.					
(Total Amount in Words)					

Purpose: For use in the DPWH SDS-1 DEO (1st Quarter 2025)

Brand and Model	:	Warranty:
Delivery Period	:	Price Validity:

After having carefully read and accepted your General Conditions, I/ We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Printed Name/Signature/Date



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Item No.	ITEMS & DESCRIPTION	QTY.	Unit	UNIT PRICE	TOTAL PRICE
21	PUNCHER, paper, heavy duty	17.00	piece		
22	GLUE, all purpose	7.00	jar		
23	STAPLE WIRE, heavy duty, binder type, 23/13	10.00	box		
24	TAPE, ELECTRICAL, 18mm x 16M min	5.00	roll		
25	TAPE, packaging, 48mm	5.00	roll		
26	TAPE, transparent, 24mm	28.00	roll		
27	TAPE, transparent, 48mm	33.00	roll		
28	STAPLER, standard type	27.00	piece		
29	Folder Pressboard (Legal)	1.00	box		
30	White Folder Tagboard (Legal)	18.00	pack		
31	Number Band Stamp (12 digits)	3.00	pieces		
32	Archive Folder, Blue (w/ DPWH Logo)	415.00	pieces		
33	Ballpen, Black (0.3mm needle tip)	67.00	box		
34	Ballpen, Blue (0.3mm needle tip)	15.00	box		
35	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip (12pcs/box)	37.00	box		
36	SIGN PEN, Blue, liquid/gel ink, 0.5mm needle tip (12pcs/box)	8.00	box		
37	0.5mm (Sign pen Refill)	3.00	box		
38	0.3mm (Sign pen Refill)	5.00	pieces		
39	Calculator, scientific	6.00	pieces		
40	Double Adhesive Tape 1/2"	5.00	rolls		
41	Double Adhesive Tape 1"	8.00	pieces		
42	Double Sided Tape	18.00	rolls		
43	Duct Tape	15.00	rolls		
44	Sticky Notes, Sign Here	20.00	packs		
45	Data File Box (Blue)	23.00	pieces		
46	Photopaper Double Sided (Glossy Paper)	5.00	pack		
47	Magazine Paper (A4 Size)	20.00	Sheet		
48	Sticky Glossy Photo Paper	10.00	pack		
49	PaperBoard (Specialty Board A4 size)	15.00	pack		
50	Laminating Film 285mm / 50mm	1.00	rolls		
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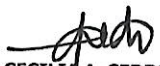
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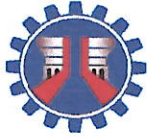
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51	Vellum Board (Neon Color)	5.00	pack		
52	Clear book Refill (A4 size)	5.00	pack		
53	Philippine National Flag	4.00	pieces		
54	Chalk, White, Dustless	5.00	boxes		
55	Engineer's Field Book, 4.37" x 7.25", Color: Black	73.00	pieces		
56	Color Pencil (12 colors)	10.00	pack		
57	PVC Plastic Cover, A4 size	55.00	sheet		
58	Marker, White Board, Black (Broad)	40.00	pieces		
59	White board (2 ft. x 1.5ft)	10.00	pieces		
60	Paste	2.00	jar		
61	AIR FRESHENER, aerosol type	66.00	can		
62	DISINFECTANT SPRAY, aerosol type	8.00	can		
63	BROOM, soft, tambo	14.00	pieces		
64	BROOM, stick, ting-ting	3.00	pieces		
65	CLEANER, toilet and urinal	49.00	bottle		
66	CLEANSER, scouring powder	6.00	can		
67	DETERGENT POWDER, all-purpose, 1kg	35.00	pack		
68	LIQUID HAND SOAP, 500mL	46.00	bottle		
69	Disposable face mask (Black)	2.00	boxes		
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70	MOPHANDLE, heavy duty, screw type	6.00	piece		
71	MOPHEAD, made of rayon	10.00	piece		
72	Spin Mop	2.00	piece		
73	Dishwashing Liquid (500ml)	38.00	bottles		
74	Glass Cleaning Wiper	9.00	pieces		
75	Mosquito / Insect Repellent Spray	5.00	bottles		
76	Muriatic Acid, 500ml	5.00	bottles		
77	Zonrox (Color)	5.00	bottles		
78	Spray Window Glass Cleaner, 520ml	10.00	bottles		
79	House Keeping Gloves	5.00	pair		
80	Brush w/ Handle (for Toilet)	4.00	pieces		
81	Toilet Airfreshener (Albatros)	35.00	pieces		
82	Trashbag, Plastic 100pcs./roll (SMALL)	25.00	rolls		
83	Trashbag, Plastic 100pcs./roll (MEDIUM)	15.00	rolls		
84	Trashbag, Plastic 100pcs./roll (XL)	25.00	rolls		
85	Rag Towel	15.00	pieces		
86	Door Rug	15.00	pieces		
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